Knowledge base

Procedure for changing the Account Admin ID and Account ID

What is this document about?

In case you need to change the $Account \ Admin \ ID$ / $Account \ ID$, this document describes the steps that need to be taken.

What do I need to do?

To change the Account Admin ID:

- Go to Control Centre (Ctrl + K)
- Login as Remote Tally.NET User
- Go to My Tally.NET Account > Account ID > Change Account Admin

To change the Account ID:

- Go to Control Centre (Ctrl + K)
- Login as Remote Tally.NET User
- Go to My Tally.NET Account > Account ID > Profile Management

Procedure in detail

While activating Tally.ERP 9 you need to provide a valid E-mail ID. This E-mail ID is the Account ID for the particular Serial Number. By default the Account ID and Account Admin ID are same until you have changed that from the Control Centre.

Change of Account Admin ID

An Account Administrator can be a person who manages account related activities on a day to day basis. Hence, you may want to provide the Account Admin access to your Accountant or System Administrator so that he can do the required actions while you are away on a business trip (e.g. Surrender the License, Reactivate the License etc.). You may also need to change the Account Admin ID of the E-mail ID which was provided by you earlier is not in use or the official E-mail ID for the Account Admin has changed.

Click on Ctrl + K: Control Centre button or press Ctrl + K

<u>G</u> : Language	K: Keyboard	<u>K</u> : Cantral Centre	H: Support Centre	<u>H</u> : Help
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- In the **Remote Login** screen,
 - Enter the Account ID or the Account Admin ID and the respective Password

Note: The password is emailed to the respective E-mail ID during the Activation process.



Login as Remote Tally.Net User

Login As Remote Tally.NET User						
Your E-Mail ID : tallybapuser@tallysolutions.com Your Tally.NET Password : ***********************************						
A new password will be sent to your E-Mail address, and you can then login). Press Enter to open Control Centre						
Press Enter on <u>M</u> : My Tally.NET Accounts as shown:						

	Administer your Tally.NET Accounts for Users, Licensing, and Security. You can even remove your own ID from one of them.
<u>J</u> :	Jobs & Recruitment (Coming soon)
	Search for people, publish your requirements, give Online Examinations to judge whether candidates possess the required knowledge.
<u>s</u> :	Shop (Coming soon)
	buy Tally products, subscriptions and extensions from Tally marketplace.
	you could examine and delete the sessions.
	you could examine and delete the sessions.
<u>P</u> :	My Profile
	some details about you, which others may find useful.
W	: My Password

• Under My Tally.NET Accounts press Enter on the Account ID

My T	ally.NET Accounts							Ctrl + M 🗙
			My Tally.NET A	ccounts				
		Tally.NET	ˈID : tallybapuser@	@tallysoluti	ons.com			
S.No.	Account ID	Security Level	Tally.NET User	Tally.NET Auditor	Site ID	Admin	Status	
1	tallybapuser@tallysolutions.com	Owner	Yes	Yes		No	Active	

The Account details for the respective ID appear based on the access/rights.



• Press Enter on C: Change Account Admin

Control Centre
Account ID:tallybapuser@tallysolutions.com L:Licensing & Configuration of one or more locations / sites.
U: User Management Tally.NET Remote Users and other users, including their Security Control
P : Profile Management Details about the account
<u>A</u> : My Activity History (Coming soon) a quick view of how you have used your login. Periodic review of this will allow you to know if your ID is getting misused, in which case you should change your password immediately.
<u>C</u> : Change Account Admin change the administrator of this account.
<u>o</u> : Quit

• Enter the Old Account Admin ID and New Account Admin ID in the respective fields in the Change Account Admin screen.

Change Account Admin					
Account ID : tal	lybapuser@tallysolutions.c	om			
Old Account Admin ID	: tallybapuser@tallysolut	Accept?			
New Account Admin ID	: user@tallysolutions.con				
	Ç,	Yes or No			

• Press Enter to save

Once the above information is saved the **new** Account Admin will receive an E-mail with the details along with the password for logging into Control Centre.

Note: If the E-mail ID for the new Account Admin is already there in the system as one of the users, then the same password will work and new password will not be emailed. The Old Account Admin will be available as a User under User Management and if required this should be deleted from there also.

Change of Account ID

The E-mail ID which was provided by you during the Tally.ERP 9 activation is not in use or your official E-mail ID has changed and now you want to change the Account ID.

Click on Ctrl + K: Control Centre button or press Ctrl + K

<u>G</u> : Language <u>K</u> : Keyboa	rd <u>K</u> : Cantral Centre <u>H</u> : Suppart Centre <u>H</u> : Help
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• In the **Remote Login** screen,



• Enter the Account ID or the Account Admin ID and the respective Password

Note: The password is emailed to the respective E-mail ID during the Activation process.

Login as Remote Tally.Net User

- Press Enter to open Control Centre
- Press Enter on <u>M</u>: My Tally.NET Accounts as shown:

	Control Centre
	Tally.NET ID:tallybapuser@tallysolutions.com
Μ	: My Tally.NET Accounts
	Administer your Tally.NET Accounts for Users, Licensing, and Security. You can even remove your own ID from one of them.
<u>J</u> :	Jobs & Recruitment (Coming soon)
	Search for people, publish your requirements, give Online Examinations to judge whether candidates possess the required knowledge.
<u>s</u> :	: Shop (Coming soon)
_	buy Tally products, subscriptions and extensions from Tally marketplace.
<u>T</u> :	: My Active Sessions In case you are logged in from more than one machine, or an earlier session was not properly 'logged out' from, you could examine and delete the sessions.
Р:	: My Profile
-	some details about you, which others may find useful.
w	: My Password
	2 more L

• Under My Tally.NET Accounts press Enter on the Account ID

My Tally.NET Accounts							Ctrl + M 🗙
<u>My Tally.NET Accounts</u> Tally.NET ID:tallybapuser@tallysolutions.com							
S.No. Account ID	Security Level	Tally.NET User	Tally.NET Auditor	Site ID	Admin	Status	
1 tallybapuser@tallysolutions.com	Owner	Yes	Yes		No	Active	

The Account details for the respective ID appear based on the access/rights.

Press Enter on <u>P</u>: Profile Management



Control Centre
Account ID : tallybapuser@tallysolutions.com L : Licensing & Configuration of one or more locations / sites. It : Liser Management
Tally.NET Remote Users and other users, including their Security Control
P: Profile Management
<u>A</u> : My Activity History (Coming soon) a quick view of how you have used your login. Periodic review of this will allow you to know if your ID is getting misused, in which case you should change your password immediately.
C: Change Account Admin change the administrator of this account.
<u>o</u> : Quit

• Enter the new Account ID in the Account ID field as shown:

Profile Man	agement				Ctrl + M 🗙
			Profile Management		
		Account ID	: tallybapuser@tallysolutions.com		
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Account ID		newuser@tallysolutic	ons.com		
Account Type	9	Organization			
Name of the	Organization	: XYZ Auditors			
Address		:			
Country		: India			
State		: Karnataka			
City Restal Carla		: Bangalore			
Postal Code		: 360003			
Landline?		. (STD/Area Coo	(e)		
Fax		: (STD/Area Cor	ie)		
Website		:			
Contact Per	son(s)	1.1.771			
Salutation	Person Name	Job Litle	Email	Mobile	
- End of Lis	t				
					Accept?
					Yes or No

• Press Enter to save the details and come out of Control Centre for changes to take effect.

Note: It is not mandatory to change the Account ID name into a valid E-mail ID, you can provide any name of your choice.

